



JOB APPLICATION PACK: DEPUTY DIRECTOR

About The Death Penalty Project

The Death Penalty Project is a legal action NGO with special consultative status before the United Nations Economic and Social Council.

We provide free representation to people facing the death penalty worldwide, with a focus on the Commonwealth. We use the law to protect prisoners facing execution and promote fair criminal justice systems, where the rights of all people are respected.

We believe the death penalty is a cruel and inhuman punishment that discriminates against the poorest and most disadvantaged members of society. We want to see it consigned to history.

What we do

We **represent** and assist individuals facing the death penalty and other vulnerable prisoners, free of charge.

We **deliver** targeted and practical capacity building to members of the judiciary, lawyers, mental health professionals and others working within the criminal justice system.

We **commission** original research and publish resources that challenge misconceptions and deepen understanding around the death penalty.

We **engage** governments, policy makers and other key stakeholders in a constructive dialogue on how abolition of the death penalty can be achieved.

About the role:

The Deputy Director, together with the Co-Executive Directors, will provide strategic leadership to The Death Penalty Project's team and operations. As a key member of the Senior Leadership Team, the Deputy Director will provide support to the Co-Executive Directors and the Board, while managing the team to deliver the organisation's mission and ongoing activity. The Deputy Director will be responsible for fundraising activities, working to expand the organisation's donor base, as well as leading on all aspects of governance and HR within the organisation.

About you

The ideal candidate will have a proven track record growing an organisations' fundraising income and will have held senior leadership roles working at a strategic level. They will have a solid understanding of charity governance and operational demands.

They will have had broad experience managing and building strong relationships with funders, governance boards and key external stakeholders. They will possess the necessary vision, drive, and passion to steer the team, take the initiative on generating new income streams in order for us to sustain and grow our work and ensure the smooth running of our projects and legal work.

The role would suit someone looking to manage a small but dynamic organisation, someone who wants to unlock their full potential, and ours.



Job Description

Position: Deputy Director

Reports to: Co-Executive Directors

Funding

- Work with the Co-Executive Directors to ensure that effective fundraising strategies and plans are in place to maximise income generation, proactively identifying new funding opportunities and ways to access funding
- Build strong relationships with current and potential funders and ensure compliance with donor requirements
- Lead on developing and submission of new funding applications and all subsequent reporting to funders, working closely with the rest of the team
- Manage and deliver planned and future fundraising activities, including online campaigns and events
- Develop and maintain an organisational donor database and funding tracker
- Keep up to date on best practice within the charity/non-profit sector generally and specifically changes to codes of fundraising practice

Governance

- Work with the Co-Executive Directors to develop appropriate short-, medium- and long-term strategies and lead on their implementation
- Ensure the operational structures, systems and processes are appropriate to ensure long- and short-term plans will be achieved
- Ensure compliance with the organisation's Articles of Association and framework agreement, all statutory regulations as well as any funding or other contractual requirements
- Ensure that the organisation's policies and procedures are regularly reviewed and developed and always fulfil best practices
- Support the Board with meeting agendas and minutes, prepare and circulate high quality papers, attend meetings and report to the Board as necessary, ensure any action points arising are dealt with in a timely manner

HR

- Manage HR functions including recruitment, onboarding, staff training and development and performance appraisals, annual leave, disciplinary and leaving procedures
- Manage, update and administer all contractual documents to new and existing staff
- Implement best practice in recruiting, developing, managing and supervising staff
- Be responsible for good HR governance and ensure the organisation is compliant with employment laws and regulations

Other

- Undertake any other tasks that are appropriate to the role, and which reflect the needs of the organisation.

Essential experience, skills, knowledge and capabilities

- Significant experience and proven track record of generating income, including securing significant sums from trusts and foundations and/or institutional funders
- Ability to translate complex, specialist information into accessible and compelling proposals and reports for a variety of funders
- Ability to develop and monitor project budgets
- A minimum of five years' proven management experience in the not-for-profit/charity sector
- Track record of demonstrating effective strategic and people leadership
- Well-rounded understanding of people management and standard HR processes
- Excellent collaboration, communication and inter-personal skills
- Experience of maintaining relationships with key stakeholders and building effective relationships with Boards of trustees/directors
- Sound strategic judgement, proven financial and business acumen (e.g. knowledge of management accounts and budgets) and an excellent understanding of good governance and risk management
- Exceptional organisational skills, ability to prioritise, multi-task and deliver work to tight deadlines
- Commitment to, and understanding of, The Death Penalty Project's mission and values.

Terms and Conditions

Salary: £60,000

Location: Central London, with agreed flexibility

Duration: Permanent (subject to a 3-month probationary period)

Working hours: Full time - 35 hours per week, normal office hours are 9:30am to 5:30pm with one hour for lunch. Some work outside of office hours may be required (occasionally at weekends).

Holiday entitlement: 25 days per year plus UK bank holidays and the period between Christmas and New Year's Eve, one additional day of leave entitlement is given for year full year of service, with a maximum of 5 additional days

Pension: 4% on completion of probation with the potential to increase this to 5%, subject to a matching employee contribution

Start date: Immediate/ASAP

How to Apply:

Closing date: midnight on 22 September 2022.

To apply: Please send your completed CV and covering letter to recruitment@deathpenaltyproject.org with the subject line "Application - Deputy Director". Only shortlisted candidates will be contacted.

The Death Penalty Project is committed to equal opportunities.

